

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF RHODE ISLAND  
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RHODE ISLAND



# Checklist of Common Filing Mistakes

In order to assist the bar, paralegals, and secretaries we created this helpful checklist. We hope that by alerting you to these common errors, your understanding of the court's procedures will be clearer.

- Be sure to file an **original and 2 copies** of the petition and all pleadings.
- Originals of the petition and all pleadings **should not** be stapled.
- Please list case name, number and chapter on **all signature pages**.
- Please **do not** attach supporting documents when filing a Motion for Relief from Stay.
- An objection **needs** a memorandum of law.
- Exhibit dividers that protrude from the side of the page **should not be used in pleadings**.
- Motions requesting separate reliefs should be filed as **separate documents**.
- Supplemental schedules and forms **must have a case # and name to identify them**.

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